

PROTOCOL: Reporting and Handling Classified and Sensitive Information

1. **Incident occurs:** If potential classified or sensitive information is found, contact the Blackberry Gate at 486-6999
2. **Blackberry Gate notified:** Informed by reporting party of potential classified or sensitive information at LBNL
3. **Security Manager (“Q” cleared) notified:** Contacted by Blackberry Gate and provided information regarding the potential classified or sensitive information found
 - a. Security Manager unavailable: Blackberry Gate notifies next designated staff member (“Q” cleared) for response
4. **Security Manager responds:** Proceeds to scene and conducts assessment of potential security incident involving potential classified or sensitive information

Security Incident?	Action Taken
No	Terminate assessment – no further action taken
Maybe	Continue protocol
Yes	Continue protocol

5. **Security Manager takes possession:** Takes custody of documents establishing the “chain of custody” and packages for transportation
6. **Security Manager transports:** Moves and transfers custody of documents to:
 - a. BSO Duty Officer **OR**
 - b. Storage location at LLNL 24/7 via BSO Duty Officer, who facilitates delivery of documents to LLNL
7. **Security Manager documents:** Completes required reports for submittal to BSO Duty Officer and DOE/EOC Duty Officer to include
 - a. DOE F741.1 – Security Incident Notification Report
 - b. DOE F5693.3 – Report of Security Incident / Infraction (preliminary report)
8. **Security Manager notifies:** Reports security incident to LBNL Chief Operating Officer, UCOP representative, BSO Site Manager, and DOE/EOC Duty Officer